



**FRAMEWORK AND REGULATIONS FOR
HIGHER DEGREES BY RESEARCH
AND
REGULATIONS ON CHEATING AND PLAGIARISM IN
RESEARCH DEGREES**

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FRAMEWORK AND REGULATIONS FOR THE AWARD OF HIGHER DEGREES BY RESEARCH

A GENERAL FRAMEWORK

A1 AWARDS

A1.1 Awards

The University of Rwanda shall award the following research based higher degrees: Masters and Doctor of Philosophy (PhD), to registered candidates who have successfully completed approved programmes of supervised research.

- i) The degree of **Masters by research** shall be awarded to a candidate who has successfully completed supervised research in a specified field, by demonstrating an understanding of research methods appropriate to the chosen field, and has presented and defended a thesis in oral examination to the satisfaction of the examiners, in accordance with the regulations for the award of Masters degree.
- ii) The degree of **MPhil by research** shall be awarded as an exit award to a candidate registered for a PhD degree, but fails to satisfy the requirements for the award of the degree.
- iii) **Doctor of Philosophy (PhD)**
 - a) **by Research** shall be awarded to a candidate who, having critically investigated and evaluated an approved research project resulting in an independent and original contribution to the body of knowledge, has demonstrated an understanding of research methods appropriate to the chosen field, and has presented and defended a thesis in oral examination to the satisfaction of the examiners.
 - b) **by Completed Work** shall be awarded to a candidate whose submitted work in the form of peer review publications, has demonstrated an independent and original contribution to knowledge, to the satisfaction of the examiners and an understanding of the research methodology employed in its creation, and assessment of its context in relation to the developing state of the art in the subject concerned. The research work must have been conducted within the last ten years and the publications must be compiled in a form of a thesis demonstrating coherence in the generated body of knowledge.

The candidate must present and defend the thesis to the satisfaction of examiners in an oral examination to, the conduct of which will be in accordance with the regulations for the award of PhD.

A1.2 Posthumous Awards

The degree of Masters or PhD may be awarded posthumously on the basis of a thesis completed by a candidate and ready for oral examination. In such cases the College Academic Council shall seek evidence that the candidate would have been likely to succeed had the oral examination taken place.

A2 REGISTRATION

A2.1 Application for registration

Candidates enrolled for a research degree may apply to register for Masters, or PhD (either by research or completed work).

A2.2 Conditions for registration

- i) Registration shall take place only with the approval of the College Academic Council, in relation to the following:
- ii) Suitability of the candidate to undertake research;
- iii) Programme of research; and
- iv) Supervision arrangements and research facilities.

A2.3 Approval process

- i) The approval requires appropriate academic judgement to be brought to bear on the viability of each research proposal. Therefore, the Committee responsible for recommending approval for registration shall be composed of persons who are, or have recently been, engaged in research and who have appropriate experience of successful supervision of research degrees.
- ii) First consideration of applications is undertaken by an appropriate Committee at the School level, which will make recommendations to the College Academic Council, through the College Director of Research and Postgraduate Studies, which approves on behalf of the University Senate.
- iii) All candidates must have at least two and at most three approved supervisors one of whom shall take the responsibility for the administrative task pertaining to the study.

A3 TRANSFER

Students initially registered for Masters Degrees and wishing to transfer to PhD may apply for such a transfer on submission of a progress report on work undertaken, with the recommendation of the supervisor(s). Such students' projects should have been designed in such a way that they could be upgraded to PhD level in terms of the level of contribution to new knowledge.

A4 EXAMINATION

A4.1 Examination Conduct

The examinations for Masters by research and PhD shall have two stages.

- i) Submission and preliminary assessment of the thesis, and
- ii) Defence of the thesis by oral examination or by an alternative that takes into account students with disabilities. The candidate must present and defend the thesis to the satisfaction of examiners in an oral examination to, the conduct of which shall be in accordance with the regulations for the award of Masters by research or PhD.

A4.2 Examination Process

- i) It is the candidate's responsibility to ensure that the thesis is submitted before the expiry of the registration period, and to ensure that any conditions of eligibility required by Senate are met.
- ii) A Masters by research thesis shall be examined by 1 examiner external to the institution
- iii) The PhD thesis shall be examined by 3 examiners external to the institution, at least one of whom shall be from outside the country.
- iv) The examiners shall submit their reports to the College Unit responsible for Research and Postgraduate Studies, which shall prepare a recommendation for submission to the College Academic Council for consideration before coming to a decision on the result of the examination.
- v) The College Academic Council may, subject to its requirements, permit one re-submission.

A4.3 Review of an Examination Decision

A candidate may, in certain circumstances, request a review of an examination decision. Such a review may be requested only in relation to a decision of Senate after consideration of the recommendation of College Academic Council.

B REGULATIONS
B1 ENROLMENT AND REGISTRATION

B1.1 Enrolment

Candidates applying for enrolment as research degree students shall make an application to the College Director of Research and Postgraduate Studies who will acknowledge receipt and channel them to the appropriate School for consideration by the relevant committee.

Candidates wishing to be admitted under alternative requirements shall be interviewed by a panel constituted by the College Director of Research and Postgraduate Studies, comprising senior discipline experts in the relevant School. Experts external to the School can be co-opted into the panel if need be. The panel shall satisfy itself that candidates have a sound idea on which the Masters, or PhD research could be based, that they are appropriately qualified to undertake a research degree, that their personal circumstances are not such as to make successful completion unlikely, that they understand what it is that they would be taking on, and that adequate expertise can be mobilised to offer effective supervision.

The candidate's admission shall be recommended to the College Director of Research and Postgraduate Studies, who shall make a formal submission to the College Academic Council for the candidate's enrolment.

B1.2 Registration

Research projects may be proposed in any field of study subject to the requirements that the proposed research project is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners and that the University can offer adequate supervision (perhaps drawing to some extent on external resource).

i) Entry Qualifications

An applicant for registration for the Masters degree by research shall normally hold at least an upper second class honours degree from a recognized institution or a qualification, which is regarded by Senate as equivalent to such an honours degree.

Registration for the degree of PhD may be permitted to an applicant who holds a Master's degree provided that the Master's degree is in a discipline which is appropriate to the proposed research and that the Master's degree included training in research and the execution of a research project.

An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually registered project shall in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project.

Where a research degree project is part of a piece of funded research, the College Academic Council shall establish to its

satisfaction that the terms on which the research is funded do not detract from the fulfilment of the academic objectives and requirements of the candidate's research degree.

- ii) Registration Criteria
In approving an application for registration, the College Academic Council shall satisfy itself that:
 - a) The candidate is suitably qualified
 - b) The candidate is embarking on a viable research programme
 - c) In framing their programmes of work, candidates and their supervisory teams have give consideration to the “M” (level 6) and “D” (level 7) level descriptors of the outcomes of study in the Qualifications Framework
 - d) Supervision is adequate and likely to be sustained, and
 - e) The University is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme.

- iii) Registration deadline
Registration shall be done within three weeks of approval of the candidate's application by the College Academic Council.

- iv) Review
A candidate may request a review of all decisions concerning admission made by the Committee, in accordance with the University Regulations.

B1.3 Conditional Registration

- i) Research Methodology Training
Unless a candidate for a PhD by research can show evidence of prior and appropriate research methodology training, she/he shall follow a programme of related studies where this is necessary for the attainment of competence in research methods and of knowledge related to the subject of the thesis. This programme shall be intended to provide:
 - a) The candidate with the skills and knowledge necessary for the pursuit of the proposed research
 - b) A body of knowledge normally associated with a degree in the field of study of the proposed research, and
 - c) Breadth of knowledge in the related subjects.

- ii) Creative Work
A candidate may undertake a programme of research in which her/his own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative work may be in any field (for instance: fine art, design, engineering and technology, architecture, creative writing, musical composition, film, dance and performance), but shall have been undertaken as part of the registered research programme. In such cases, the presentation and submission may be partly in other than written form.

The creative work shall be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length.

The final submission shall be accompanied by some permanent record, (for instance, video, photographic record, musical score or diagrammatic representation), of the creative work, bound with the thesis where practicable. The application for registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment.

iii) Scholarly Editions

A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work or other original artefacts.

The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary, which set the text in the relevant historical, theoretical or critical context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length.

iv) Portfolio of Professional Work

The work submitted must constitute a coherent whole and must incorporate an abstract; introduction and conclusion which puts the total work submitted into context, and may also involve the writing of intermediate connecting passages. Where reports and briefing papers form the body of the submission, the Supervisors and candidate should refer to Regulations B.5.3 (iii) to consider the number of papers which are required to accomplish this objective. These will form part of the material to be examined.

v) Knowledge of oral and written language

Except where permission has been given for the thesis and the oral examination to be in another language, the College Academic Council shall satisfy itself that the candidate has sufficient command of the English language to complete the programme of work satisfactorily and to prepare and defend a thesis in English. Permission to present a thesis in another language shall normally be sought at the time of application for registration. Permission to present a thesis in a language other than English shall normally be given only if the subject matter of the thesis involves language and related studies in a language other than English. The English language of the thesis is Standard British English.

vi) Confidentiality Agreements

Where a candidate or the University wishes the thesis to remain confidential for a period of time after completion of the work, application for approval shall normally be made to the College Academic Council at the time of registration. In cases where the need

for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made immediately to the College Academic Council . The period approved shall normally not exceed two years from the date of the oral examination.

vii) Intellectual Property Ownership

The Intellectual Property relating to the thesis belongs to the University and applicants shall be required to sign an appropriate document of consent (as defined in section 3: Awareness of Ethical Principles and Informed Consent of Doc5 Ethics Operational Guidelines and Procedures, See Appendix D).

B1.4 Research Ethics

i) Personal Responsibility

The University subscribes to an ethic of personal responsibility by which individual researchers should have some degree of autonomy and take personal responsibility for their research.

ii) Research Ethics and Ethics Clearance

The responsibility for overseeing research ethics in research degrees shall be given to Research Ethics Committee. The Committee shall consider ethical issues raised in individual projects as itemised in Doc5: Ethics Operational Guidelines and Procedures. The Supervisor shall certify on the Registration Form that Ethical Release has been verified by the Committee or other designated committees at National level, as specified in Doc5.

B1.5 Registration Periods

i) Minimum and Maximum Registration

The normal minimum and maximum periods of registration shall be as follows:

	Minimum	Maximum
a) Masters by research		
Full-time	18 months	24 months
Part-time	30 months	36 months
b)	PhD	
Full-time	36 months	48 months
Part-time	48 months	60 months

ii) Expected completion

Full-time candidates shall normally submit their thesis for the degree of Masters by research within 18 months to 2 years of registration, or their PhD thesis within three to five years.

iii) Monitoring and Review

The requirements for periodic monitoring and review are set out in the Supervision Guidelines.

iv) Extension of Registration

A candidate shall submit her/his thesis before the expiry of the maximum period of registration. A candidate may apply for an extension of the period of registration, normally for not more than six months at a time, only two times with surcharge on fees. A candidate seeking such an extension shall apply on the appropriate form giving adequate reasons.

v) De-Registration or suspension of registration

A candidate may be de-registered by the College Academic Council due to unsatisfactory progress.

A candidate may request to suspend registration by filling an appropriate form to be submitted to the College Academic Council. Approval for suspension of registration will be effective only after the approval of the College Academic Council.

vi) Annual Re-registration

Subject to satisfactory progress assessed through annual monitoring, a candidate shall re-register and pay such fees as may be determined from time to time by the University.

B2 TRANSFER OF REGISTRATION FROM MASTERS TO PhD

B2.1 Transfer Procedures

i) Application to Transfer

A candidate registered initially for a Masters degree by research who wishes to transfer to a PhD degree, shall apply to the College Academic Council to do so on the appropriate form when he/she has made sufficient progress on the work to provide evidence of the development to PhD after about 9-12 months of full-time study or the part-time equivalent.

ii) Transfer Reports

The candidate shall prepare for the College Academic Council, supporting material on the work undertaken, in support of the summary of progress on the application form. The supporting materials shall normally be at least 1,500 and not more than 3,000 words in length. The material should normally include:

- a) A brief review and discussion of the work already undertaken; and
- b) A statement of the intended further work, including details of the original contribution to knowledge, which is likely to emerge

Supporting materials and progress reports submitted in excess of the normal length will not be accepted.

B2.1 Transfer Conditions

i) Transfer Criteria and Independent Assessment

Before recommending to the College Academic Council transfer from Masters by Research to PhD, the School Committee shall be satisfied that the candidate has made sufficient progress and that the proposed research project provides a suitable basis for work at PhD standard which the candidate is capable of pursuing to completion.

The School Committee may seek advice of two independent experts in cases where it does not have in-house appropriate independent expertise to assess the case. The experts may be internal to the institution, but neither should be connected with the student's project or supervision.

The experts' reports should be submitted in writing, and students and their supervisors will be given an opportunity to comment in writing on them, but the identities of the experts will remain confidential to the College Academic Council.

The College Director of Research and Postgraduate Studies shall present the recommendation from the School Committee to the College Academic Council for approval.

ii) Ethical considerations

Before approving a transfer from Masters to PhD, the College Academic Council shall be satisfied that any substantial changes in the nature of experimentation, and data collection since the original approval of the proposal, has been authorised by the appropriate Research Ethics procedures.

iii) Submission at MPhil level by candidates registered at Doctoral level

A PhD registration may revert to that for MPhil under the following conditions:

- a) The student feels that she/he is unable to complete that programme of work, or
- b) The School Committee feels that the student is not making sufficient progress.

In the case of a) above, an application to change registration shall be made by the student to the College Director of Research and Postgraduate Studies, at any time prior to the submission of the thesis for examination, who will then make her/his recommendations to the College Academic Council for approval. In the case of b) above, the School Committee shall advise the student to change the registration and communicate its recommendations to the College Director of Research and Postgraduate Studies, who will then make her/his recommendations to the College Academic Council for approval.

iv) Non-approval of Transfers, and Review

A student whose transfer to Doctorate level is not approved may submit only at the level of Masters by research, and within the normal maximum registration period for Masters by research.

B3 SUPERVISION

B 3.1 Supervision Conditions

i) Number of Supervisors

A research degree candidate shall have at least two and normally not more than three supervisors appointed by the College Academic Council on recommendation of an appropriate School Committee.

ii) Supervisory Experience

A supervision team shall normally have had a combined experience of supervising not fewer than two candidates to successful completion. This may be achieved as follows:

- a) Either at least one supervisor shall have had experience of supervising at least two candidates to successful completion of a research degree, **or**
- b) at least one supervisor shall have had experience of supervising one candidate to successful completion of a research degree and one shall have taken an approved and certified course on Postgraduate Degree supervision.

B 3.2 Supervisors

i) Research Supervisor Training

Academics who wish to become research supervisors must normally successfully complete an approved supervisory training programme, before they undertake any supervisory role. Only in exceptional circumstances shall a member of staff be allowed to undertake supervision without such training and in that event the training programme must be successfully completed within twelve months of the uptake of such a duty.

ii) Director of Studies

One supervisor shall be the Director of Studies, responsible to the University for the ethics of the student's research and ensure that the University's procedures are followed. The Director of Studies must be a member of the University's staff. Normally she or he will be the first supervisor, with responsibility for supervising the candidate on a regular and frequent basis, but sometimes or at some stages of the degree this role may pass to another supervisor. An Honorary member of staff can also be appointed as the Director of Studies if the College Academic Council is satisfied that she/he will have sufficient time to carry out that responsibility.

iii) Additional Advisers

In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.

iv) Ineligibility to supervise

A candidate for a research degree (except for a degree of PhD by Completed Work) shall be ineligible to act as supervisor or adviser.

v) Change of Supervisory Arrangements

A request for a change in supervision arrangements shall be made to the School on the appropriate form. A change may be initiated either by the student or by a member of the supervisory team, in consultation with the relevant School Committee, and a recommendation made to the College Academic Council, by the relevant School Committee, through the College Director of Research and Postgraduate Studies.

B4. THESES

B4.1 Types of theses

i) Monographs

A thesis in a monograph format can be submitted for the award of Masters by research and PhD degrees. It shall comprise of the following sections: Abstract, Methodology, Discussion and Conclusion.

ii) Publications in a Thesis

A thesis formed of a collection of published journal and conference articles. It shall comprise of the following sections: Abstract, Introduction, a collection of peer reviewed and published papers, and a Conclusion. The introduction shall give a context to the published papers and the body of knowledge generated. The published papers shall demonstrate a coherent body of knowledge generated.

B4.2 Publications in a thesis

Each Master's thesis based on publications shall include at least one published or accepted for publication journal paper. Each PhD thesis based on publications shall include at least three published or accepted for publication journal papers.

B4.3 Language of Thesis and Oral Presentation

Except with the specific permission of College Academic Council the thesis shall be written in Standard British English and shall be presented orally and defended in English.

B4.3 Thesis Format

i) Abstracts

There shall be an abstract of approximately 300 words bound into the thesis, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated. Three loose copies of the abstract shall be submitted with the thesis. The loose copies of the abstract shall have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

ii) Statement of objectives, sources and assistance

The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.

iii) Pre-Publication of work

Published material in advance of, and based on the thesis, shall be referenced in the thesis. In case of the Monograph format, copies of published material shall be bound in an Appendix. In the case of thesis by publications, the papers shall be part of the main body of the thesis.

iv) Thesis length (Monograph)

- a) The text of the monograph thesis shall normally not exceed the following length:

- b) For PhD in Science, Engineering, Art & Design 40,000 words
- c) For Masters by research in Science, Engineering, Art & Design 20,000 words
- d) For PhD in Arts, Social Sciences and Education 80,000 words
- e) For Masters by research in Arts, Social Sciences and Education 40,000 words

Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, or portfolio of professional work, the written thesis should normally be within the range:

- a) For Masters by research in Arts, Social Sciences and Education 40,000 words
- b) For PhD 30,000 - 40,000 words
- c) For Masters by research 15,000 - 20,000 words

Candidates are warned that theses exceeding the maximum word length by 10% will not be examined.

v) Copies of Thesis for Examination

- a) The College Director of Research and Postgraduate Studies shall notify the candidate of the number of copies of the thesis to be submitted for examination
- b) Copies of the thesis submitted for examination shall remain the property of the University. The copyright and Intellectual Property of the thesis also belong to the University.

vi) Format of Thesis for Examination

The following requirements shall be adhered to in the format of the submitted thesis

- a) Monograph theses shall normally be in A4 format. College Academic Council may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format (e.g. A5 format for thesis by publications).
- b) Copies of the thesis shall be presented in a permanent and legible form either in typescript or print. In the case where copies are produced by photocopying, then they shall be of a permanent nature, and where word processor and printing devices are used, the printer shall be capable of producing text of a satisfactory quality. The size of character used in the main text, including displayed matter and notes, shall not be less than 2.00mm for capital letters and 1.5mm for lower case letters.
- c) The thesis shall be printed on the recto side of the page only. The paper shall be white and within the range 70 g/m to 100 g/m
- d) The margin at the left-hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm
- e) Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes, where single spacing may be used
- f) Pages shall be numbered consecutively through the main text, including photographs and diagrams

- g) The title page shall give the following information:
1. Full title of the thesis
 2. Full name of the author
 3. That the degree is awarded by the University of Rwanda
 4. The award for which the degree is submitted in full fulfilment of its requirements
 5. The month and year of submission.

vii) Binding of Thesis submitted for Examination

Copies of the thesis submitted for examination shall be in a temporary but fixed binding. Ring binding or spiral binding is not acceptable. Wherever possible, the thesis should be in one volume. However, should it be necessary because of size to split the thesis then the Appendices should be in volume 2, and both volumes must show a title page and front cover indicating volume number.

viii) Binding Costs

Except where a specific budget has been allocated within a research project for the costs associated with binding a thesis, the candidate shall be responsible for costs incurred in the submission of the thesis for examination and the final binding.

B5 EXAMINATION

The examination for the Masters by research or PhD shall have two stages: firstly the submission and preliminary assessment of the thesis by examiners, and secondly its defence by oral or approved alternative examination.

B5.1 Examiners

i) Composition of Examination Team

A candidate shall be examined by at least two and normally not more than three external examiners, of whom at least one shall be from outside the country.

ii) Definition of External Examiner

An External Examiner shall both be independent both to the University and not have acted previously as the candidate's supervisor or adviser, or normally, as transfer assessor, or research collaborator. Any prior connection with the candidate must be declared at the point of nomination as an Examiner on the Examiner Contract form. The External Examiner shall not be either a supervisor of another candidate in the same department or an External Examiner on a taught course in the same department at the University.

Former members of staff or former students of the University shall normally not be approved as External Examiners until three years after the termination of their employment or completion of their studies with the University.

The College Academic Council shall ensure that no External Examiner is appointed for more than two consecutive terms, each of three years.

An External Examiner shall not be appointed so frequently that his/her familiarity with the academic unit might prejudice objective judgement

iii) Experience of Examiners

- a) Examiners shall be Senior lecturers or above, holders of PhD degrees, experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialists in the topic(s) to be examined.
- b) Within the limits of a maximum of three examiners, every effort should be made to appoint examiners to cover the academic content of interdisciplinary theses.
- c) At least one External Examiner shall have experience (normally two or more previous examinations) of examining research degree candidates.

iv) Nomination of Examiners

The School Committee shall forward to the College Director of Research and Postgraduate Studies names of proposed examiners and their CVs and the abstract of the thesis, for consideration. The College Director of Research and Postgraduate Studies shall recommend to the College Academic Council names of potential examiners for the thesis who shall be appointed for a period of three years.

The College Academic Council may delegate the Dean of School to approve the examiners on its behalf.

The Principal shall appoint the external examiners upon recommendations from the Dean of School.

v) External Examiners Fees and Expenses

The University shall determine and pay the fees and expenses of the examiners.

B5.2 Procedures for the First Examination

i) Notice of intention to submit

The candidate in consultation with the supervisor shall express intent of submission to the School Committee not less than three months before the proposed date of submission of the thesis.

ii) Notifications to Candidate of Thesis Submission Procedures

The College Director of Research and Postgraduate Studies shall make known to the candidate the procedure to be followed for the submission of the thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.

iii) Circulation of Theses to Examiners

- a) The College Director of Research and Postgraduate Studies shall send a copy of the thesis to each examiner, together with the examiner's preliminary report form and the University's

regulations, and shall ensure that the examiners are properly briefed as to their duties.

- b) The College Director of Research and Postgraduate Studies shall ensure that all the examiners have completed and returned the preliminary reports to the Institution before the oral examination takes place.

iv) Examiners' Confidential Independent Preliminary Reports

Each examiner shall read and examine the thesis and submit an independent preliminary report on the appropriate form to the College Director of Research and Postgraduate Studies, seven days before any oral or alternative form of examination is held, for exchange between the Examiners. In completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination. Except where otherwise authorised by the Examiners, the content of the reports will be held in confidence between the Examiners and (following the oral examination) the College Academic Council.

v) Examiners' Recommendations

Following the completion of the first examination, the examiners may recommend that:

- a) The candidate be awarded the degree, subject to outcome of the oral examination;
- b) The candidate be awarded the degree subject to amendments being made to the thesis and outcome of the oral examination. Amendments to be completed within 3 months after the oral examination.
- c) The candidate be permitted to re-submit for the degree and be re-examined
- d) The candidate not to be awarded the degree, with no possibility of re-examination
- e) In the case of a PhD examination, that the candidate be awarded the degree of MPhil, perhaps subject to the presentation of the thesis amended to the satisfaction of the examiners.

vi) Amendments

Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis requires some amendments and corrections not so substantial as to call for the submission of a revised thesis, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the External Examiner(s,) they shall indicate to the candidate in writing what amendments and corrections are required.

Amendments constitute spelling or typing errors, minor textual corrections, reordering of material, further analysis and/or further clarification of the research but not requiring further research to be

undertaken. The time limit for submission of amendments shall be at the discretion of the examiners, subject to a maximum of 2 months.

The candidate shall submit the amended thesis within the time limit specified by the examiners from the date of delivery to the candidate of the list of amendments and corrections required.

vii) Non-unanimous Recommendations

Where the examiners' recommendations are not unanimous, the College Academic Council shall require the appointment of an additional External Examiner

viii) Appointment of an Additional External Examiner

Where an additional External Examiner is appointed, he/she shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the College Academic Council shall complete the examination as set out in paragraph B4.4 vii).

ix) Referral prior to oral

Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the College Council shall dispense with the oral examination and refer the thesis for further work. In such cases the examiners shall provide the College Academic Council written guidance for the candidate concerning the deficiencies of the thesis. The examiners shall not recommend that a candidate fail outright (see sub-paragraph B.4.6 iv) d)) without holding an oral examination or other alternative examination (see paragraph B.4.6ii)).

x) Notification of deficiencies of theses

Where the College Academic Council decides that the degree shall not be awarded, and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be forwarded to the candidate by the College Director of Research and Postgraduate Studies.

xi) Cheating or Plagiarism suspected in the thesis

Where evidence of cheating or plagiarism in preparation of the thesis, or other irregularities in the conduct of the examination come to light during, or subsequent to the recommendation of the examiners, the College Academic Council shall consider the matter, if necessary in consultation with the examiners, and take action in accordance with the Regulations on Cheating and Plagiarism in Research Degrees in Appendix B.

B5.3 Candidate's Responsibilities in the First Examination Process

i) Submission Prior to Expiry of Registration

The candidate shall ensure that the thesis is submitted to the Registrar of the University before the expiry of the registration period, and shall ensure that each copy of the thesis is complete before submission.

ii) Conditions of Eligibility

The candidate shall satisfy any conditions of eligibility for examination required by Senate.

iii) Examination Arrangements

The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the External Examiner(s) between the appointment of the examiners and the oral examination.

iv) Candidate's Discretion in Submission

The submission of the thesis for examination, for the level of award for which they are registered, shall be at the sole discretion of the candidate. Normally, the Supervisor shall sign off the submission of the thesis. However, the candidate can still submit his/ her thesis if the supervisor is not ready to sign.

v) Submission Declaration

The candidate shall confirm, through the submission of a declaration form, that the work is their own, or that certain parts were undertaken in collaboration with others, and whether any other persons undertook any interviews, data collection, or experimentation on their behalf, and that the thesis has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, covering a wider field of work, which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated.

The candidate shall also obtain the signatures of the Supervisors indicating that they have been consulted about the submission. Where the supervisors do not think the thesis ready for examination, this shall not be a bar to the candidate submitting it if she or he is determined to do so. The declaration form shall be forwarded to the Examiners.

The candidate shall ensure that the thesis format is in accordance with the requirements of the Institution's regulations.

B 5.4 Procedures for the Second Examination (Oral Examination/*Viva Voce*)

i) Notification of Date of Oral Examination

The College Director of Research and Postgraduate Studies shall notify the candidate, all supervisors and the examiners of the date of the oral examination in consultation with the School Dean.

ii) Arrangements for the Oral Examination
The School Dean will arrange and ensure the *viva voce* takes place smoothly

iii) Location and Language of Oral
An oral examination shall normally be held in Rwanda. Except with the specific permission of College Principal, the oral shall be conducted in English.

iv) Non-Examiners permitted at Oral
With the consent of the candidate, one supervisor may attend the oral examination, and he or she may participate in the discussion to the extent permitted by the examiners, but he or she shall withdraw prior to the deliberations of the examiners on the outcome of the examination.

In cases where a supervisor is unable to be present and the candidate wishes to be accompanied in the viva, arrangements should be made for a member of academic staff with supervisory experience to be present.

v) Appointment of Independent Chairs
An Independent non-examining Chair for all oral examinations shall be appointed by the College Academic Council, on the recommendation of the College Director for Research and Postgraduate Studies.

vi) Ratification of Examiners' Recommendations
School Council shall make a decision on the reports and recommendation(s) of the examiners in respect of the candidate.

vii) Examiners' Final Reports
After the Oral Examination, the Examiners' final reports shall be submitted not later than two weeks after the date of the oral examination. Each examiner shall submit on the appropriate form a final report and recommendation relating to the award of the degree to the College Director of Research and Postgraduate Studies. The preliminary and final reports with recommendations of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work.

The College Director of Research and Postgraduate Studies shall then prepare a consolidated report with an appropriate recommendation on the award of the degree, to the College Academic Council. An external examiner may be replaced if he/she delays in submitting his or her report for more than 6 weeks and after at least three reminders.

vi) Exemption from oral or arrangement of alternative examination
A candidate shall normally be examined orally on the programme of work and on the field of study within which the programme lies. Where for reasons of sickness, disability or comparable valid cause College Academic Council is satisfied that a candidate would be

under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate.

vii) Conduct of examinations

The College Academic Council shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the Institution's regulations and Code of Practice for Research *viva voce* Examinations. In any instance where the College Academic Council is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

B5.5 Candidate's Temporary Absence from *viva voce*

i) Permission for temporary absence

Examiners may, if circumstances warrant, and they are in agreement, permit a candidate to be absent temporarily from a *viva voce*.

ii) Candidate accompanied

When leaving a *viva voce* venue, candidates shall be accompanied by the Internal Examiner or an Observer. In the absence of either, the Examiners are required to contact the College Director of Research and Postgraduate Studies who would accompany the candidate.

iii) Time limit for temporary absence

Candidates will normally be allowed up to 20 minutes' absence before returning to the *viva voce* venue.

iv) Circumstances for temporary absence

A candidate may request permission to leave a *viva voce* venue, or for the *viva* to be halted under the following circumstances:

a) Illness

1. If a candidate is taken ill during a *viva*, an Examiner (or Observer, if present) must contact the Registrar so that arrangements may be made for appropriate action to be taken and First Aid advice obtained if necessary.
2. The College Director of Research and Postgraduate Studies should inform the Chair or Vice-Chair of the College Academic Council, if available.

b) For personal reasons

1. A candidate wishing to leave the examination room for any other urgent reason (e.g. to visit the toilet).
2. When a candidate visits the toilet, the extent of supervision is left to the discretion of the person accompanying the candidate who must ensure, as far as possible, that the candidate does not have access to unauthorised material and does not communicate with any other person.

3. In the above circumstances, a candidate will be given 20 minutes to return to the *viva voce* venue.
- c) Other cases of absence from the *viva voce*
1. In the event of a candidate withdrawing from the examination room for reasons other than b) above, the Examiners shall contact the College Director of Research and Postgraduate Studies who shall attend the examination room for a briefing on the events.
 2. The Observer, or College Director of Research and Postgraduate Studies shall try to find the Candidate and to elicit the reason for the absence and report the circumstances to the Examiners.
 3. Through the Observer or, College Director of Research and Postgraduate Studies and the Examiners shall try to encourage the candidate return to the examination room.
 4. The College Director of Research and Postgraduate Studies shall inform the Chair or Vice-Chair of the College Council, if available.
- v) Recommencement of the *viva voce*
When the candidate returns to the examination room the Examiners shall ensure that the candidate is at ease and must summarise the last question answered, to help reset the agenda

viii) Failure to return to the *viva voce*

Failure to return to the *viva voce* shall not in itself cause a candidate to fail for the award of the degree for which the candidate is being examined.

However, if the candidate fails to return within the deadline, or leaves without the unanimous agreement of the Examiners, the Examiners may act as follows:

- a) Recommend that the remaining part of the *viva voce* be dispensed with if they are satisfied that a recommendation on the award can be made in accordance with Regulations
 - b) Recommend that the viva be rearranged within one month, except if Regulation B5.4 vi) applies (*Exemption from oral*), or
 - c) Deem the candidate to have failed the *viva voce* and require that a further *viva voce* be rearranged within one month.
- viii) Rearrangement of *viva voce*
- a) In the case of B5.5 viii) b) a record must be made so that the examiners can refer back to the earlier discussion and take note of it during the reconvened *viva voce*.
 - b) In the case of B5.5 viii) c) and subject to Regulation B5.4 vi) (*Exemption from Oral*), a rearranged viva will be conducted as if it is for the first time.

ix) Reporting of incidents

The circumstances of any illness, or other reason for leaving the examination room, including the duration of any absence, must be

reported in the Examiners' Report Form on the Recommendations for the *viva voce*.

B5.6 Re-examination

i) Criteria and deadlines

One re-examination may be permitted by the College Academic Council, subject to the following conditions:

- a) A candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved alternative examination may, on the recommendation of the examiners and with the approval of College Academic Council, be permitted to revise the thesis and be re-examined;
- b) The examiners shall provide the candidate, through the College Director of Research and Postgraduate Studies, with a written guidance on the deficiencies of the first submission; and
- c) *Deadline for Re-submission of revised thesis*

ii) The candidate shall submit for re-examination within the period of one calendar year from the date of the latest part of the first examination. Where the College Academic Council has dispensed with the oral examination the re-examination shall take place within one calendar year of the date of this dispensation. The College Academic Council may, where there are good reasons, approve an extension of this period.

iii) Appointment of additional examiner

The College Academic Council may require that an additional External Examiner be appointed for the re-examination.

iv) Forms of re-examination

There shall be four cases of re-examination:

- a) Where the candidate's performance in the first oral or approved alternative examination was satisfactory, but the thesis was unsatisfactory and the examiners on re-examination certify that the thesis as revised is satisfactory, the College Academic Council may exempt the candidate from further examination, oral or otherwise
- b) Where the candidate's performance in the first oral or approved alternative examination was unsatisfactory and the thesis was also unsatisfactory, any re-examination shall include a re-examination of the thesis and an oral or approved alternative examination
- c) Where on the first examination, the candidate's thesis was so unsatisfactory that the College Academic Council dispensed with the oral examination, any re-examination shall include a re-examination of the thesis and an oral or approved alternative examination
- d) Where on the first examination, the candidate's thesis was satisfactory, but the performance in the oral and/or other examination(s) was not satisfactory the candidate shall be re-examined in the oral and/or other examination(s) without being requested to revise and re-submit the thesis

v) Examiners' confidential independent preliminary reports on re-examination

In the case of a re-examination under sub-paragraphs B5.6 iv) a), b) or c), each examiner shall read and examine the thesis and submit, on the appropriate form, an independent preliminary report on it to the College Director of Research and Postgraduate Studies, before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and where possible, make an appropriate provisional recommendation subject to the outcome of any oral examination.

Except where otherwise authorised by the Examiners, the content of the reports shall be known only to the Examiners and (following the oral examination) and the College Director of Research and Postgraduate Studies.

vi) Examiners' final report on re-examination

Following the re-examination of the thesis, each examiner shall prepare her/his final report and recommendation relating to the award of the degree and submit it to the College Director of Research and Postgraduate Studies on the appropriate form. The reports of the examiners shall provide sufficiently detailed comments on the scope and quality of the work. The College Director of Research and Postgraduate Studies shall then prepare a consolidated report with an appropriate recommendation on the award of the degree, to the College Academic Council

vii) Examiners' recommendations following a re-examination

Following the completion of the re-examination the examiners may recommend that:

- a) The candidate be awarded the degree
- b) The candidate be awarded the degree subject to amendments being made to the thesis
- c) The candidate not be awarded the degree, and not be permitted to be re-examined
- d) In the case of a PhD re-examination, the candidate will be awarded the degree of MPhil, subject to the presentation of the thesis amended to the satisfaction of the examiners.

viii) Amendments following a re-examination

Where the examiners are satisfied that the candidate has in reached the standard required for the degree, but consider that the candidate's thesis requires amendments and corrections that are not so substantial as to warrant the submission of a considerably revised thesis (which in the context of a re-examination would constitute a failure), and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the Supervisor(s), they shall indicate to the candidate in writing what amendments and corrections are required.

Amendments constitute spelling or typing errors, minor textual corrections, reordering of material, or additional paragraphs for further clarification of the research, but not requiring further research to be undertaken.

The time limit for submission of amendments shall be at the discretion of the examiners, subject to a maximum of 2 months, and should not be used as criteria for determining what constitutes such amendments.

The candidate shall submit the amended thesis within the time limit specified by the examiners from the date of delivery to the candidate of the list of amendments and corrections required

- ix) Non-unanimous recommendations following re-examination
Where the examiners' recommendations are not unanimous, the College Academic Council shall require an appointment of an additional External Examiner.
- x) Appointment of additional External Examiner following re-examination
Where an additional External Examiner is appointed, he/she shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. This examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the College Academic Council shall complete the examination.
- xi) Recommendation for failure without oral re-examination
In the case of a re-examination where an oral examination has already been held and the examiners are of the opinion that the thesis is so unsatisfactory, it shall be, recommend to the College Academic Council to dispense with the oral examination and not award the degree.
- xii) Notification of deficiencies of the thesis following re-examination
Where the College Academic Council decides that the degree shall not be awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be forwarded to the candidate by the College Director of Research and Postgraduate Studies.

B5.7 Final submission requirements

- i) Thesis copies
Prior to receiving a degree complete confirmation the candidate must submit to the Director of Research and Postgraduate Studies, the required number of copies of the thesis in hard copy and soft copy (in PDF) formats. The College Director of Research and Postgraduate Studies shall lodge one set of the thesis in the University Library and in the library of any collaborating establishment.

ii) Binding of final copies of thesis

The Library copy shall be bound as follows:

- a) The binding shall be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright, and
- b) In at least 24pt type the outside front board shall bear the title of the work, the name and initials of the candidate, the qualification, the year of submission, and the volumes numbered if the work has been split. The same information (excluding the title of the work) shall be shown on the spine of the work, reading downwards.

iii) Confidentiality agreements

Where the College Academic Council has agreed that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in the library of the University, the thesis shall, immediately on completion of the programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period shall only be made available to those who were directly involved in the project.

The College Academic Council shall normally only approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the College Academic Council may approve a longer period. Where a shorter period would be adequate the College Academic Council shall not automatically grant confidentiality for two years.

B6 AWARD OF PhD BY COMPLETED WORK

Candidates may obtain a PhD on the basis of previously completed or published work. This is a retrospective assessment of the work submitted, of the research methodology employed in its creation, and assessment of its context in relation to the developing state of the art in the subject concerned.

B6.1 Conditions for Award by Completed Work

i) Entry qualifications

To be eligible to register for a PhD by this mode, candidates must meet the normal entry requirements for PhD, and normally have at least five years relevant experience at postgraduate level in the case of applications for PhD by Completed Work.

ii) Prima facie case

The College Academic Council shall initially establish whether the candidate has a *prima facie* case for the award of a PhD as applied for.

iii) Appointment of an adviser

The College Academic Council shall approve an Adviser, normally based in the University, who shall have specialist knowledge of the subject concerned and who has had experience of supervising candidates to successful completion of a PhD as appropriate. The role of the Adviser shall be to guide the candidate in preparing her/his work for submission, giving guidance on how to construct the arguments, ensuring that the submission is in accordance with the format required by Senate and advising on fulfilling the requirements of the Qualifications Framework.

iv) Deadline for submission

Final submissions must be made within two years from the date on which the relevant School Committee ratifies the recommendation that a *prima facie* case exists for PhD.

v) Content of submission

The submitted work should normally consist of one or more of the following (in published or unpublished form):

- a) A completed book
- b) A series of published scholarly papers on a coherent theme
- c) Research reports
- d) Other media formats approved by the College Academic Council together with the necessary written work.

The work submitted must constitute a coherent whole and must incorporate an Abstract, Introduction and Conclusion which together put the total work submitted into context, and may also involve the writing of intermediate connecting passages. Where papers form the body of the submission, the Adviser and candidate may wish to consider the number of papers that are required to accomplish this objective.

Co-authored work may form part of the submission, but the candidate must include an account of the extent and scope of his or her own contribution to such work, signed, if possible, by the co-author(s). The additional material, which forms part of the submission over and above the previously completed work, must be the candidate's original and individual production.

vi) Format of submission

The College Academic Council may, as appropriate, accept for examination a wholly published version or require that the work be submitted in the form of a thesis. In either case the copies submitted for examination shall remain the property of the Institution but the copyright shall be vested in the candidate or other previous holder.

The work submitted for PhD must constitute an independent and original contribution to knowledge. The work submitted for PhD should not have been previously submitted for any other award.

vii) Academic standards

The academic standards associated with the degree of PhD by Completed Work shall be the same as those that apply to the award of the degree of Doctor of Philosophy (PhD) by traditional approved programme of supervised research.

viii) Assessment of submission

- a) The submitted work shall be assessed by a team of at least two examiners, one of whom must be external, appointed by the Principal, on the recommendation of the School, in accordance with the research degrees regulations. The examination will be in accordance with sections B5.1 to B5.6
- b) The examiners may recommend:
 1. The candidate be awarded the degree
 2. The candidate be permitted to revise the contextualisation component of the work and resubmit for the degree and be re-examined within 12 months, with or without an oral examination
 3. The candidate not be awarded the degree and not be permitted to be re-examined, or
 4. In the case of a PhD examination, the candidate be awarded the degree of MPhil, perhaps subject to the presentation of the thesis amended to the satisfaction of the examiners
- c) Where the examiners recommend under sub-clause b) 3) that the degree be not awarded or sub-clause b) 4) instead of a PhD an MPhil be awarded, the candidate may not re-submit for PhD by completed work within a period of three years from the date of the original examination in the case of PhD. Any further submission must include evidence of additional work.

B7 AWARD UNDER EXCEPTIONAL CIRCUMSTANCES

B7.1 Aegrotat Awards

An aegrotat degree may be awarded on the basis of a thesis completed by a candidate, which is ready for submission for examination, but where the candidate, for reasons of illness or other valid cause is unable to proceed with examination. In such cases the College Academic Council shall seek evidence that the candidate would have been likely to succeed had the oral examination taken place or, in the case of an oral examination having been held, that the candidate would have been able to successfully address any amendments required by the examiner. If no other evidence is available then the Supervisory Team might be invited to make an oral or written submission on the candidate's behalf.

In these circumstances the student (or her/his parent, spouse or other appropriate individual) must have signified that s/he is willing to accept the award, and must acknowledge that acceptance of such an award implies waiver of the possibility of re-assessment. Aegrotat awards will be listed as one of the following:

- i) Aegrotat Masters by research
- ii) Aegrotat PhD

Appendix A: UR RESEARCH DEGREES FORMS

Staff and Students are advised not to store blank copies of forms in anticipation of use in following years, but ensure that they use the most up-to-date version of the relevant proforma required at the time.

S/N	PURPOSE OF FORM	FILE CODE
1.	Application to enroll in a Masters by Research or Masters of Philosophy or Doctor of Philosophy by Research at the University of Rwanda	Form5
2.	Application for Registration	Form 6
3.	Key Skills Development Self Audit Questionnaire	Form 7
4.	Application for change in registration mode at UR	Form 9
5.	Thesis submission Form and Candidate Declaration	Form12
6.	Application for transfer of application from Masters by research or Master of Philosophy to Doctor of Philosophy	Form13
7.	Notification of Withdrawal	Form14
8.	Application for Change of Supervisory Team	Form16
9.	Application for extension of registration	Form17
10.	Application for Suspension of Registration	Form21
11.	Student Annual Progress Report	Form22

FOR STAFF USE ONLY:

S/N	PURPOSE OF FORM	FILE CODE
12.	Application for Approval of Examination Arrangements	Form8
13.	Examiner's Preliminary Report, Examination	Form10
14.	Examiner's Preliminary Report, Re-Examination	Form11
15.	Examiner's Final Report, Examination	Form15
16.	Recommendation of <i>Prima Facie</i> Case for PhD by Completed Work, And Nomination of Advisor	Form18

FOR ETHICS

S/N	PURPOSE OF FORM/ DOCUMENT	FILE CODE
17.	Ethics Operational Guidelines and Procedures	Doc5
18.	Ethical Research Approval Form	Form2

Appendix B: REGULATIONS ON CHEATING AND PLAGIARISM IN RESEARCH DEGREES

These regulations deal with plagiarism and associated aspects of cheating in the assessment of *research degrees* other than examination situations on taught courses, which form part of an assessment for research degrees. All references to plagiarism in the text that follows should be understood as referring to plagiarism and associated aspects of cheating. The University reserves the right to use commercial plagiarism detection software that stores copies of submitted work outside the University.

1 Preface

- 1.1 The assessment of students as regards their achievement of learning outcomes is based on the principle that, unless clearly stated otherwise in the assessment instructions, the work submitted by a student for assessment has been carried out by that student and is their own work. Where an element of group work is an appropriate part of the research work leading to the thesis, this will specifically and explicitly have been agreed at the start of the work. In the absence of such explicit agreement, any papers or dissertations submitted must **be the student's own work** and any passages quoted, paraphrased or opinions relied upon must be properly attributed.
- 1.2 The University accepts that the student's writing will be inspired by what she or he has read, but students must not copy or paraphrase whole sentences or paragraphs of someone else's work without proper acknowledgement. If a student is in any doubt as to how to handle material, he or she should consult the Supervisors.

2 Introduction

- 2.1 The two concepts of cheating and plagiarism overlap to some extent, but it is necessary to draw up broad distinctions appropriate to Research Degrees so that the most appropriate action can be taken.
- 2.2 **"Cheating"** shall be defined as engaging in any action with the intent of gaining an unfair advantage.
- 2.3 **"Plagiarism"** shall be defined as the deliberate incorporation of another's or own earlier work as the work of the student and, in the context of Research Degrees, could consist, for example, of the omission of reference to another's or own earlier work, whether published or unpublished. Self-plagiarism arises when students use their own work previously submitted for an award. Plagiarism, therefore, is a specific form of cheating. However, failure to properly reference a source without any intention to cheat constitutes plagiarism.
- 2.4 Allegations of infraction of coursework regulations involving plagiarism or cheating **in non-research coursework or examination elements of taught course components** which form part of Research Methods

Training will be dealt with under the University's *General Academic Regulations*. The outcome should be notified to the Deputy Vice Chancellor Academic Affairs and Research. The rules that follow apply specifically to cheating on the research and thesis component of research degrees.

2.5 Collusion in or conspiracy to cheat will be regarded as the same offence as the cheating itself and will be subject to the same penalty.

2.6 Any member of staff who is proven to have colluded in cheating will be dismissed from employment and may face criminal proceedings.

3 Guiding Principles for the Regulations

3.1 Students accused of plagiarism or cheating shall be innocent until judged to be guilty following process as set out below. They shall have the right to be made aware of the accusation and challenge that accusation.

3.2 The burden of proof shall rest with the persons making the accusation.

3.3 The burden of proof shall be that the case is proven *beyond reasonable doubt*.

3.7 Where, following due investigation, a student is found guilty of (or admits to) plagiarism or cheating (or colluding in such activity), the outcome and recommendation for action will be reported to College Academic Council for confirmation.

3.8 The final decision as to whether or not and to what extent, a Student is guilty of plagiarism or cheating in research must be that of College Academic Council. The decision as to what penalty is appropriate for plagiarism or cheating must also be that of Senate.

3.9 Since an allegation of plagiarism or cheating is an allegation of misconduct, the normal University rules relating to such serious allegations should apply – that is:

- i) At least 5 working days notice of any hearing should be given to the Student.
- ii) Notice of the hearing and the allegation must be put formally, in writing
- iii) The Student should be invited to seek advice and, if appropriate, representation from the Students' Association or equivalent before the hearing; and
- iv) The hearing should be conducted formally and a record taken, and the decision should be communicated in writing to the student and her/his representative (as appropriate).
- v) The student should be entitled to be accompanied by a friend at the hearing (and so informed prior to the hearing).

3.13 A designated representative of the Students' Association has the right to attend, as an observer, any stage of the procedures as set out below (see 5).

4 Considerations

- 4.1 The following are examples of cheating (See also *Appendix 1*):
- 4.1.1 Fraud
 - 4.1.2 Falsification of results
 - 4.1.3 Misrepresentation
 - 4.1.4 Attempting to influence an examiner or an officer of the University by threat or inducement.
- 4.2 The following are examples of plagiarism:
- 4.2.1 Word-for-word match between the student's effort and a particular source or sources
 - 4.2.2. Work, which is effectively, a compilation of relevant material from identifiable but unacknowledged sources
 - 4.2.3 Work which is closely modelled on the work of another, and does not acknowledge any source for quotation or origin.
- 4.3 The fact that plagiarism or cheating can occur suggests that one necessary step to eradicate it, is to provide Students with clear guidelines as to what is (and is not) acceptable. Parameters might differ for different subjects but as long as parameters are given there is no need for uniformity across subject areas.
- However, it is considered that by the time a candidate has reached the level of study of research leading towards a degree at Masters or Doctoral level she/he should understand the seriousness of plagiarism or cheating. Therefore, it is necessary to take severe action against a student who breaches the regulations – except in those cases where an element of copying is so minor that it may reasonably be judged inadvertent, where common sense shall prevail.
- 4.4 At the commencement of their studies Research Students should be advised of the University's procedure for dealing with suspected plagiarism or cheating in research and the penalty, which may be imposed if they are found guilty of Plagiarism or Cheating.
- 4.6 There are a number of stages where suspected plagiarism or cheating might be discovered:
- 4.6.1 By the Supervisory Team in the course of the research or when reading draft materials. Strictly, no offence has been committed at this point, and disciplinary proceedings shall not be initiated, but the supervisor will warn the student, check that the offence does not occur in the submitted version of the thesis or dissertation and inform the internal examiner of his or her suspicions if this is not clear.
 - 4.6.2 By the Examiners during the preliminary assessment of the thesis,
 - 4.6.3 By the Examiners during the viva voce examination,
 - 4.6.4 After the degree had been conferred.

5 Procedures for Dealing with Suspected Plagiarism or Cheating in Research degrees

- 5.1 If a case of plagiarism or cheating in research is suspected by an **Examiner(s) in the Preliminary Report(s)**:
 - 5.1.1 The matter should be reported to the College Principal (See also 5.1.6).
 - 5.1.2 The College Principal as Chair of the College Academic Council shall institute a preliminary investigation of the alleged plagiarism.
 - 5.1.3 The Student shall be advised by the College Director of Research and Postgraduate Studies of the range of services available from the Students' Association and shall be encouraged to consult with the Students' Association if he/she so wishes.
 - 5.1.4 The Student shall also be advised of the range of services available from the University's unit dealing with student services, including counselling and should be encouraged to obtain advice and assistance from these Services.
 - 5.1.5 A meeting of the College Panel (serviced by the College Director of Research and Postgraduate Studies) shall be convened within 10 working days of the notification of discovery of alleged plagiarism or cheating. The Student shall be provided with at least 5 working days' written notice of the date and time of the meeting of the Panel.
 - 5.1.6 The Panel will comprise College Principal (Chair), College Director of Research and Postgraduate Studies, the Chair of the School Committee for Research and Postgraduate Studies and the Dean of the School in which the student is registered. Where the College Principal is the supervisor of the Student, then, she/he shall be replaced by another senior member of the University, appointed by the Deputy Vice Chancellor for Academic Affairs and Research. Where the Dean or Chair of the School Committee is the supervisor, then, she/he shall be replaced by another senior member of the University appointed by the College Principal.
 - 5.1.7 The College Director of Research and Postgraduate Studies shall inform the Student, the Supervisory Team and the Examiner(s) who made the allegations of plagiarism or cheating of the reasons for the hearing in a written instruction to attend, notifying the Student and the Supervisory Team that they may be accompanied by a friend if they so wish.
 - 5.1.8 At the start of the hearing the Chair of the Panel should inform the Student of the allegations of Plagiarism or Cheating and ask her/him for her/his explanation.
 - 5.1.9 The Panel will hear the allegation of the Examiner(s). The Student or her/his Friend will be entitled to ask questions of the Examiner(s) and the Supervisory Team, the Examiner(s) and her/his friend will be entitled to ask questions of the Student and the Supervisory Team, and the Supervisory Team or their friend will be entitled to ask questions of the Student and the Examiner(s). The Panel may ask questions of the Examiner, the Student or the Supervisory Team.
 - 5.1.10 At the conclusion of the hearing the Panel will decide whether the Student is guilty of plagiarism or cheating and, if so, the nature

and extent of the plagiarism or cheating and this decision will be communicated to Senate and to the student, the Supervisory Team and to the Examiner.

5.1.11 The Student and/or the Supervisory Team should be advised that she/he/they can also write to the Vice Chancellor on the matter if she/he/they wish(es).

5.1.12 Senate should make the final decision as to whether the student is guilty of plagiarism or cheating and the penalty that shall be applied to the Student and the action to be taken.

5.2 If a case of plagiarism or cheating in research is suspected by an **Examiner(s) during the *viva voce* examination:**

5.2.1.1 The Examiners shall continue with the *viva voce* examination and shall make recommendations to be ratified in the event that the alleged plagiarism or cheating is not proven by a subsequent hearing of the Panel, but the matter shall be reported to the College Principal as soon as possible.

5.2.2 The procedures outlined in Section 5.1 above shall be followed.

5.3 If a case of Plagiarism or Cheating in research is suspected **after the Examiners' recommendations have been ratified.**

5.3.1 The matter shall be reported to the College Principal.

5.4.2 The University shall make every attempt to follow the procedures outlined in Section 5.1.

5.4.3 In the event of the unavailability of the former student, the University will make strenuous efforts to investigate the case and will retain the powers to proceed with a hearing.

5.4.4 If the case is proven, the Principal as Chair of the College Academic Council shall submit a report with a recommendation to Senate to withdraw the award. Should the recommendation be accepted by Senate, then the thesis shall be removed from the Library and held securely in case of subsequent appeal.

6 Penalties

Except where plagiarism is so minor as to be plausibly represented as inadvertent, the penalty for plagiarism or cheating is failure of the degree and permanent exclusion from the institution.

7 Non-Attendance

7.1 A Student is deemed to have been informed of the disciplinary hearing to investigate a charge of plagiarism or cheating when notification has been delivered to his or her address as registered with the institution and an attempt has been made to contact him or her by email and/or telephone, if these contact details have been provided by the student.

7.2 Where a Student fails to attend a hearing then the Chair may write to the student, if the Panel believes that evidence is sufficiently clear, indicating the decision that the Panel has arrived at on the basis of the evidence it has available, including the recommendation that will, on this basis, be made to Senate.

8 Right of Appeal

The student shall have the Right of Appeal. The appeal should be to the Chair of Senate who shall constitute an Appeals Panel chaired by the Deputy Vice Chancellor Academic Affairs and Research.

Appendix C: FORMAT FOR THE PREPARATION AND CONDUCT OF A FORMAL HEARING

The following format outlines the sequence of events, which should be followed once a decision has been taken that a formal hearing is necessary.

1. The student concerned should be informed in writing of:
 - i) The precise nature of the alleged plagiarism and the fact that the Panel is Formal
 - ii) The place, date and time of the Panel
 - iii) Their right to be accompanied by a friend.

This should be at least five calendar days before the date of the Panel in order to allow the student to prepare their case.

2. Once all parties have been assembled for the hearing, the procedure to be followed should be:
 - i) Those present should be introduced and an explanation given for their attendance
 - ii) The precise nature of the alleged plagiarism by the student should be stated
 - iii) The case against the student should be outlined by the presentation of evidence that has been collected
 - iv) The student should be allowed to respond to the allegation and make any relevant statements.
 - v) If at any time evidence is brought forward which needs further investigation, the hearing should be adjourned and a time and date agreed for it to be reconvened
 - vi) A period for general discussion should be allowed, during which both sides can ask questions and provide explanations of points, which have been raised. The Panel may also ask questions as they see fit
 - vii) If it becomes apparent that there is no firm basis for the allegation of plagiarism, or the student has provided an adequate explanation, then the proceedings should be stopped
 - viii) The main points concerning the alleged plagiarism and the statements provided by both sides should be summarised to ensure that nothing has been overlooked by either side
 - ix) Once a decision has been reached, the meeting shall be reconvened. The student should be informed of the Panel findings and the recommendation to be made to Senate. The student should be provided with an opportunity to seek clarification.

3. A Panel report itemising the nature and extent of the plagiarism, the Panel decision and its recommendation to Senate regarding the appropriate penalty will

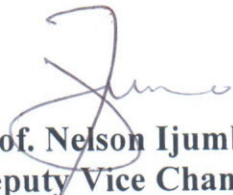
be circulated to the student and the lecturer within three working days of the Panel meeting.

4. The student shall be advised that they can write to the Principal if they so wish.

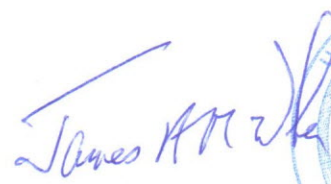
Notes:

UR shall always have provisions for students with disabilities in terms of attendance at examinations.

Plagiarism: sections learned by rote and written in an examination constitute plagiarism unless referenced.



Prof. Nelson Ijumba
Deputy Vice Chancellor for
Academic Affairs and Research



Prof. James McWha
Vice-Chancellor

